

# **Town of Hampton New Home Building Permit Instructions**

**THE FOLLOWING INFORMATION AND DOCUMENTATION MUST BE PROVIDED WITH APPLICATION.**

	<u>√</u>	<u>N/A</u>
1. Permit Application must be filled out in entirety.	<input type="checkbox"/>	
2. Complete structural detailed plans with elevations and floor plans. Any TGIs/LVLs/trusses etc. require spec sheets to be attached.	<input type="checkbox"/>	
3. Minimum 8 ½ x 11 plot plan showing existing and proposed structures and setbacks from all property lines, as well as any and all wetlands and wetland buffer delineations.	<input type="checkbox"/>	
4. State of New Hampshire <i>stamped</i> and <i>approved</i> Energy Certificate.	<input type="checkbox"/>	
5. Driveway Permit issued by Department of Public Works.	<input type="checkbox"/>	
6. Sewer Permit issued by DPW or approved septic design by State of New Hampshire.	<input type="checkbox"/>	
7. Fire Department approval and permits (is sprinkler system required)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Existing lot of record (copy of Deed with recording date).	<input type="checkbox"/>	<input type="checkbox"/>
9. If property is now, or was ever, leased land, attach a copy of the original Deed from the Town.		
10. Planning Board or Zoning Board of Adjustment approvals and conditions attached.	<input type="checkbox"/>	<input type="checkbox"/>
11. State or Local Wetland and Special Permits required with approvals and conditions attached.	<input type="checkbox"/>	<input type="checkbox"/>
12. Pre-Flood Elevation Certificate attached, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
13. Elevation showing proposed structure complying with the maximum height requirements allowed in the applicable zone from finished grade.	<input type="checkbox"/>	

**PROCESSING FEE \$50.00 PLUS \$5 PER THOUSAND, OR ANY PORTION THEREOF, OF VALUE OF CONSTRUCTION TO BE SUBMITTED WITH APPLICATION.**

PERMITS EXPIRE ONE YEAR FROM ISSUE DATE. PERMIT SHALL BECOME INVALID IF WORK HAS NOT COMMENCED WITHIN SIX MONTHS AFTER ISSUANCE OF PERMIT (IBC 105.5) AND NO REFUNDS WILL BE GIVEN. IF WORK IS NOT COMPLETED WITHIN ONE YEAR FROM ISSUE DATE, THIS PERMIT **MUST** BE RENEWED.

# Town of Hampton New Home Building Permit Application

ATTACH ALL SPECIFICATIONS AND DATA LISTED ON COVER SHEET

BUILDING ADDRESS \_\_\_\_\_ Map/Lot Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone \_\_\_\_\_

BUILDING OWNER \_\_\_\_\_ Phone \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ Phone \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## DESCRIPTION AND TYPE OF CONSTRUCTION:

- ☐ New Home (Single-family dwelling) ☐ Duplex (Two dwelling units in one building)  
☐ Multi-family (Three or more dwelling units in one or more buildings)  
☐ Raze and Replace (Demolition of an existing structure necessary as part of the proposed construction.)

LEASED LAND: Is this property now or was this property ever leased land? ☐ Yes ☐ No If yes, attach a copy of the original Deed from the Town.

WETLANDS: Does the proposed project fall within the Town's 50-foot wetland buffer or the 100-foot State wetland buffer? ☐ Yes ☐ No

FLOOD ZONE? ☐ Yes ☐ No If yes, indicate what zone \_\_\_\_\_

DESCRIPTION OF PROPOSED PROJECT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHERE SHOULD THE PERMIT BE MAILED? \_\_\_\_\_ Owner \_\_\_\_\_ Contractor

*I agree to comply with the Town of Hampton's Building and Zoning Ordinance and all work will be constructed in accordance with the New Hampshire State Building Code, and related Codes as adopted, and in accordance with the plans submitted.*

I, the Applicant, do also hereby certify that the above project shall not in any way violate any deed restrictions, rights of way, or easements applicable to the property and that I, the Applicant, for myself and my heirs, successors and assigns, do hereby agree to indemnify and hold the Town of Hampton harmless in the event any such restrictions, rights of way, or easements are violated by this project.

*Processing Fee of \$50.00 plus \$5.00 for every thousand (or portion thereof) to be submitted with application.*

## Value of construction

*I hereby certify, under penalty of perjury, that all statements given hereon are truthful and accurate, and that the cost of construction, alteration or remodeling (including labor and materials) is: \$ \_\_\_\_\_*

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

FOR DEPARTMENTAL USE ONLY			
FEE \$ _____	<input type="checkbox"/> Cash _____	<input type="checkbox"/> Check # _____	
Zoning Board Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/>
			(Signed)

Planning Board Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/>
_____ (Signed)			
Fire Department Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/>
_____ (Signed)			
Conservation Board Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/>
_____ (Signed)			
Deed Restrictions:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/>
_____			
			(Signed)
APPLICATION APPROVED (Building Official) _____			DATE ____ / ____ / ____

## **Town of Hampton**

### **ITEMS REQUIRED FOR SUBMISSION WITH APPLICATION FOR NEW HOME PERMIT**

1. All required information as listed on the Cover Sheet must be provided in order to process this Application.
2. Permit Application must be filled out in entirety.
3. Drawing of proposed construction (must be to scale) and include:
  - a. Foundation plan
  - b. First and second floor plan with window locations and size
  - c. Four elevations (north, south, east, west)
  - d. Structural drawings

### **REQUIRED INSPECTIONS**

**TO BE SCHEDULED A MINIMUM OF 24 HOURS PRIOR TO  
REQUESTED DATE AND TIME.**

1. **SOILS/ FOOTINGS** – After excavation but before any foundation wall forms are placed.
  2. **FOUNDATION and COATING** before backfill.
  3. **FIREPLACE** – when fire box and smoke chamber is completed and after first flue is placed.
  4. **LEACH FIELD** stripped, including extensions, before fill is placed.
  5. **FRAME** – all structural components and partitions are in place.  
*\*Structure should be swept clean.*
  6. **ELECTRICAL** – when all electric wiring is roughed in.
  7. **PLUMBING** – when all of the plumbing is roughed in and in test mode.  
*\*Either pneumatic or hydraulic.*
  8. **GAS PIPING** – *when complete and pressurized.*
- NOTE: FRAME, ELECTRICAL, PLUMBING AND GAS INSPECTIONS MAY BE DONE TOGETHER. IF INDIVIDUAL INSPECTIONS ARE PERFORMED, FRAMING SHALL BE THE LAST OF THESE FOUR.*
9. **FIRESAFE** – all plate penetrations from electric, plumbing, gas, etc. filled or sealed with a fire rated material.
  10. **INSULATION - Structure to comply with all State of New Hampshire Energy Code Regulations.**
- NOTE: FIRESAFE AND INSULATION INSPECTIONS SHOULD BE DONE TOGETHER.*
11. **FINAL – BEFORE OCCUPANCY** – All interior finish complete. All appliances and fixtures in place. All hand rails and guard rails permanently in place. All other trades, i.e. plumbing, electrical, etc. complete and signed off.

**NOTE: A \$25 RE-INSPECTION FEE WILL BE REQUIRED AFTER TWO FAILURES ON ANY  
REQUIRED INSPECTIONS.**

**The Building Inspectors' office hours are 8:00 a.m. to 5:00 p.m. Monday  
through Friday.**

**PHONE 603-929-5826 for appointments.**

**APPLICANT** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL. \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_

**CONTRACTOR:**

BY OWNER \_\_\_\_\_ BY GENERAL CONTRACTOR \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL \_\_\_\_\_

**SUBCONTRACTORS:**

**FOUNDATION:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL \_\_\_\_\_

**WELL DRILLER** (if required) : \_\_\_\_\_

LICENSE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL \_\_\_\_\_

**FRAMING:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL \_\_\_\_\_

**ELECTRIC:** \_\_\_\_\_

LICENSE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL \_\_\_\_\_

**PLUMBING:** \_\_\_\_\_

LICENSE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL \_\_\_\_\_

**MASONRY:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL \_\_\_\_\_

**INSULATION:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL \_\_\_\_\_

**LEACH FIELD:** \_\_\_\_\_

LICENSE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL \_\_\_\_\_

## **SPECIFICATIONS OF BUILDING MATERIAL FOR PERMIT**

**FOOTINGS:**

			Size	Size	Reinforcing	Reinforcir
	Concrete	Other	Width	Depth	Size Rod	Size Wire
Foundation						
Knee Wall						
Frost Wall						
Lally Columns						
Chimney 1						
Chimney 2						
Fireplace 1						
Fireplace 2						

**FOUNDATION WALLS:**

	Concrete	Other	Thickness	Height	Size Rod	Size Wire
Foundation						
Knee Wall						
Frost Wall						
Garage Wall						
Other						

**FLOORS:**

	Concrete	Other	Thickness	Height	Size Rod	Size Wire
Cellar						
Garage						
Porch						
Other						

**CHIMNEYS:**

	Brick	Cement Block	Name of Factory Built	Flue Size
Chimney 1				

Chimney 2				
Fireplace 1				
Fireplace 2				

**FIREPLACES:**

	Brick	Cement Block	Name of Factory Built	Flue Size
Fireplace 1				
Fireplace 2				

**WALL TIES:**

	Number	Size	Distance Apart
Anchor Bolts			
Cellar Windows			
Crawl Area Vents			
Lally Columns			

**REMARKS:**

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**FRAMING MATERIAL:**

	Kind	Grade	Size	On Center	Supplier/Manufacturer
Main Girder					
1 <sup>st</sup> Floor Joist					
2 <sup>nd</sup> Floor Joist					
Overlays					
Exterior Studs					
Interior Studs					
Rafters					
Trussed Rafters					

**COVERING MATERIAL:**

(Sheathing)	Kind	Grade	Thickness
1 <sup>st</sup> Floor			
2 <sup>nd</sup> Floor			
Exterior Walls			
Roof			

**FINISHING MATERIAL:**

	Kind
Exterior Walls	
Interior Walls	
Interior Floors	
Bathroom Floors	
Kitchen Floors	
Roof	

**VENTILATION:**

	Size
Louvers	
Soffit	
Ridge	

**INSULATION:**

	Kind	Thickness
Exterior Walls		
Interior Walls		
Ceiling		
Cellar Ceiling		

**REMARKS:**


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